

Duty Location: **Brussels, Belgium****VACANCY NOTICE****Director of Acquisition**Grade: **A6**Reference Number: **A19(2013)(BRX)**

This is a position within the NATO Communications and Information Agency (NCIA), an organization of the North Atlantic Treaty Organization (NATO).

The NCIA has been established with a view to meeting to the best advantage the collective requirements of some or all NATO nations in the fields of capability delivery and service provision related to Consultation, Command & Control as well as Communications, Information and Cyber Defence functions, thereby also facilitating the integration of Intelligence, Surveillance, Reconnaissance, Target Acquisition functions and their associated information exchange.

The Director of Acquisition (DACQ) is the key Agency executive level authority for all activities related to acquisition. The main responsibility of DACQ is to maintain the overall integrity of NCIA processes in all areas relating to acquisition, applying NATO common funds as well as all other acquisitions that the Agency is involved in, including:

- NATO Security Investment Programme (NSIP);
- Other investment programmes;
- Acquisition Support, which includes procurement policy and procedures, logistics, facilities engineering, cost estimating and analysis

The incumbent chairs the NCIA Contracts Award Board and ensures/enforces adherence to NATO and NCIA acquisition policies and procedures.

As a member of NCIA's senior management, in addition to specific responsibilities as Director of Acquisition, participates in the corporate management and direction of the NCIA, including full membership of the relevant boards and to contribute to the development of strategies, policies, and directives.

**Duties:**

Under the direction of The General Manger, NATO Communications and Information Agency, the incumbent will perform duties such as the following:

- Establish and maintain the processes involved with the management of the NSIP and Acquisition resources needed to successfully deliver the Agency's acquisition projects;
- Develop and ensure the application of state-of-the-art acquisition processes and practices throughout the Agency, including facilitating the approval of new policies through the infrastructure committee as appropriate;
- Execute a controlling role to ensure that the NCIA procurement procedures meet all NATO requirements;
- Protect the Agency acquisition mission by ensuring unbiased, objective and high integrity procurements. As
- Chair of the NCIA Contracts Award Board, ensure proper execution of these procedures in all source selections;
- Provide the NCIA executive level interface to the NATO Office of Resources (NOR) with all Agency acquisition execution for this community;
- Take ownership of the professional contracting competence in the Agency and execute professional development, training, establishment and follow-up of appropriate "best practice" contracting procedures
- Participate in Agency governance and contribute to the development of policies, strategy and directives, including the identification of key areas of importance to the future posture of the Alliance;
- Maintain knowledge of technological developments and acquisition best practices relevant to the work of NCIA;
- Contribute to planning, preparing and hosting formal and informal visits and meetings with representatives of military, civilian and industrial organizations;
- Prepare and present briefings at all levels;
- Perform other duties as may be required.

**Experience and Education:**

- A university degree in a relevant discipline equivalent to a Master's and supplemented by relevant postgraduate qualifications. Exceptionally, the lack of a Master's degree may be compensated by a lower academic qualification combined with the demonstration of particular abilities or experience of relevance to this post;
- Extensive experience (at least 10 years) in a senior NATO or national appointment involving the acquisition and/ or implementation of major communications, computer, command and control, or intelligence (C4I) systems and/ or programmes;
- Extensive knowledge of procurement processes and the acquisition support aspects of integrated logistics support, cost estimating and analysis, facilities engineering and quality control;
- Demonstrated ability to work as an integral member of an executive level management team charged with developing and implementing strategic plans and policies;
- Knowledge of NATO responsibilities and organization;
- Proven ability to effectively communicate orally and in writing with good briefing skills.

**Desirable Experience and Education:**

- Professional recognition through leadership and/or publication in scientific professional associations, journals and conferences;
- Formal qualification(s) in management;
- Experience working in the NATO Committee structure.
- Prior experience of working in an international environment comprising both military and civilian elements.

**Language Proficiency:**

- A thorough knowledge of one of the two NATO languages, both written and spoken, is essential and some knowledge of the other is desirable.
- **NOTE:** Most of the work of the NATO CI Agency is conducted in the English language.

**Competencies or Personal Attributes:**

- Strategic agility – Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future oriented; can articulately paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans..
- Managing Vision and Purpose – Communicates a compelling and inspired vision or sense of core purpose; talks beyond today; talks about possibilities; is optimistic; creates mileposts and symbols to rally support behind the vision; makes the vision sharable by everyone; can inspire and motivate entire units or organizations.
- Decision Quality – Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
- Drive for Result - Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
- Managerial courage – Doesn't hold back anything that needs to be said; provides current, direct, complete, and "actionable" positive and corrective feedback to others; lets people know where they stand; faces up to people problems on any person or situation (not including direct reports) quickly and directly; is not afraid to take negative action when necessary.
- Peer Relationships – Can quickly find common ground and solve problems for the good of all; can represent his/her own interested and yet be fair to other groups; can solve problems with peers with a minimum noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers;
- Organizing - Can marshal resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner.

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- Customer Focus - Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
- Motivating others – creates a climate in which people want to do their best; can motivate many kinds of direct reports and team or project members; can assess each person's hot button and use it to get the best out of him/her; pushes tasks and decisions down; empowers others; invites input from each person and shares ownership and visibility; makes each individual feel his/her work is important; is someone people like working for and with.
- Business Acumen - Knows how businesses work; knowledgeable in current and possible future policies, practices, trends, technology, and information affecting the Agency's business and organisation, knows the competition; Is aware of how strategies and tactics work in the marketplace.
- Negotiating - Can negotiate skillfully in tough situations with both internal and external groups; can settle differences with minimum noise; can win concessions without damaging relationships; can be both direct and forceful as well as diplomatic; gains trust quickly of other parties to the negotiations; has a good sense of timing.
- Building Effective Teams - Blends people into teams when needed; creates strong morale and spirit in his/her team; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.

### Travel:

- Business travel to NATO and national (NATO and non-NATO) facilities;
- May be required to undertake duty travel to operational theatres inside and outside NATO boundaries.

### Professional Contacts:

The incumbent is responsible for:

- Maintain working relationships with the appropriate senior-level officials of NATO bodies as required;
- Represent the Agency in the Agency Supervisory Board;
- Maintain contacts with appropriate those senior-level NATO, national organizations and NATO and National Military Commands.

### Supervisory/Guidance Duties:

Lead and manage the staff complement assigned

**Working Environment:** Normal office environment.

**Security Clearance Level:** NATO Cosmic Top Secret

### Starting Salary and Contract Offer:

- Starting basic monthly salary is 9,538.77 Euro and is exempt from income tax. Additional allowances may apply depending on the personal circumstances of the successful candidate.
- The successful applicant will be employed for an initial period of 3 years. Exceptionally, there may be the possibility of an extension thereafter.

### How to apply:

To apply for this position, **you must complete an application form** together with a letter of expression of interest (template can be downloaded from our website) quoting reference "A19(2013)(BRX)") and send it to [recruitment@ncia.nato.int](mailto:recruitment@ncia.nato.int) by close of business:

**Thursday, 8 March 2013**

**It is intended that the interviews will take place in April 2013.**

- Candidates who are serving civilian members of NATO are requested to mention their telephone extension in their applications. Applications from serving civilian members of NATO should be made through the

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candidate's Head of Service, or through the Human Resources/Personnel Section of the NATO Body, whichever is appropriate.

- Applications from candidates who do not meet the required qualifications will not be taken into consideration.
- Please note that curriculum vitae will not be accepted, unless accompanied by a completed application form and expression of interest form. Applications not submitted on the NATO application form will not be taken into consideration. NATO CI Agency application forms can be downloaded from the internet at <http://www.ncia.nato.int/Opportunities/Pages/Vacancies.aspx>